

## **3207 - GRANTS MANAGER**

### **NATURE OF WORK**

This is specialized work in the Grants Management Office. Under occasional supervision develops, implements, maintains and oversees the City's grants and grants programs. Responsibilities also include researching, monitoring and applying for available municipal related grants and overseeing the compliance of terms and conditions, may involve holding others accountable for proper grant compliance. Reviews contracts and agreements. Important aspects of this position are attention to detail, organization, coordination and client contact.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Maintains a knowledge of available municipal grants, informs other City Departments / Divisions of available grants, prepares reports for City Commission Action, participates in grant agreements, and coordinates grant compliance.

Reviews grant proposals and applications prepared by other City Departments/Divisions for completeness, accuracy and timeliness prior to submittal to the City Manager and City Commission for approval.

Serves as Grants Manager for all municipal proposals, applications and compliance, which may include internal grant auditing in coordination with the City's Internal Audit and Finance Departments.

Maintains a comprehensive computer database on City grants to include basic submittal and contract information, provides summary information to other City staff relating to City grants.

Participates in meetings to discuss projects, perform needs assessments and ensure coordination and communication between all parties regarding grant related issues.

Verifies grant documents to assure completeness, including grants and contract related clauses, certification, and conditions.

Assists City staff and consultants with questions regarding grant contracts, agreements, guidelines, procedure, laws and regulation as they pertain to grants.

Prepares summary reports relating to grant and grant contract matters.

Liaison with federal, state, local and private funding sources or community partners.

Coordinates grant contract matters, such as variance from boiler plate wording, contract appendums, bonds, and sureties, with other Departments / Divisions, Finance and City Attorney's Office.

Coordinates with project managers as to adapting the existing grant contract to incorporate change orders.

Participates in ongoing projects such as centralization of grant programs and search for new software.

Plans and coordinates annual audits.

Develops budget.

### **KNOWLEDGE, SKILLS AND ABILITIES**

## **3207 - GRANTS MANAGER**

Working knowledge of the practice, procedures and principles of grants and grants contracts.  
Working knowledge of the principles and practices of grant contract administration.  
Ability to review, update and administer contracts, grants and consulting agreements of all types.  
Considerable knowledge of grant programs, application procedures and administrative requirements.  
Demonstrate ability to maintain a high degree of organization, with attention to detail and accuracy.  
Working knowledge of computer software related to word processing, spreadsheets and databases.  
Ability to track a large number of varied projects and grants and to review all appropriate paperwork and payments for compliance.  
Thorough knowledge of the principles and practices of public and business administration.  
Thorough knowledge of the organization, function and method of operation of the City's departments.  
Knowledge of supervisory principles and practices.  
Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups.

### **MINIMUM REQUIREMENTS**

Bachelor's degree in Public Administration, Business Management, or related field. Four years experience directly related to grants and/or grants contract administration.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the Assistant City Manager and are reviewed through conferences and reports.

### **SUPERVISION EXERCISED**

General supervision may be exercised over staff within the office and over external departments in reference to grants-related projects.

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